

**BY ORDER OF THE
375TH AIRLIFT WING COMMANDER**

**SCOTT AIR FORCE BASE
INSTRUCTION 10-2501**

1 DECEMBER 2003



Operations

**FULL SPECTRUM THREAT RESPONSE
(FSTR) PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes the Scott AFB Full Spectrum Threat Response (FSTR) Program; provides guidelines for installation Corporate Readiness Structure (CRS); defines Unit FSTR Representative (UREP) responsibilities; identifies requirements for mandatory staff assistance visits (SAV); and provides basic guidelines for the base FSTR Information Program. This instruction consolidates Airlift Wing Instruction (AWI) 10-213, *375 AW Wing Readiness Management Structure (WRMS)*, and Scott AFB Instruction (SAFBI) 32-4001, *Base Disaster Preparedness Program*.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Realigns CRS; changes Readiness Council to Readiness Board (RB) in accordance with (IAW) Air Force Instruction (AFI) 10-2501, *Full Spectrum Threat Response (FSTR) Planning and Operations*, and identifies requirements of the RB and Readiness Working Group (RWG); identifies responsibilities of commanders, FSTR UREPs, and the 375th Civil Engineer (CE) Readiness Flight; changes required frequency of refresher Chemical Warfare Defense Training from 12 to 15 months; and revises list of related files and publications.

1. Corporate Readiness Structure (CRS).

- 1.1. The CRS provides the Installation Commander, 375th Airlift Wing Commander (375 AW/CC), with the capability to review and evaluate the readiness program and contingency operations issues from a corporate point of view.
- 1.2. The CRS consists of the 375 AW RB and RWG. **Attachment 2** of this instruction is an organizational chart denoting the relationships that bring the wing together toward a consolidated readiness decision-making forum.

1.3. The 375 AW RB provides strategic direction and oversight to the readiness programs. The board is chaired by 375 AW/CC and is composed of 932 AW/CC, 375th Airlift Wing Vice Commander (375 AW/CV), group commanders, and selected key wing staff agencies.

1.3.1. 375 AW RB Membership:

- 1.3.1.1. 375 AW/CC, Chairperson.
- 1.3.1.2. 375 AW/CV, Vice Chairperson.
- 1.3.1.3. 932nd Airlift Wing/CC, Member.
- 1.3.1.4. 375th Operations Group (375 OG/CC), Member.
- 1.3.1.5. 375th Mission Support Group (375 MSG/CC), Member.
- 1.3.1.6. 375th Medical Group (375 MDG/CC), Member.
- 1.3.1.7. 126th Air Reserve Wing (126 ARW/CC), Member.

1.3.2. Chairperson's Responsibilities. The Installation Commander presides over the meetings and has final decision-making authority for issues brought to the RB for resolution. The commander will:

- 1.3.2.1. Convene and guide the operation of the RB.
- 1.3.2.2. Approve the agenda for each meeting.
- 1.3.2.3. Issue guidance and procedures to the installation units and members of the RB.
- 1.3.2.4. Ensure information, briefings, and reports are received from the Major Air Command (MAJCOM), RWG, installation Threat Working Group (TWG), installation Exercise Evaluation Team (EET), and other tasked integrated process teams.
- 1.3.2.5. Review unit SAV reports, Nuclear, Biological, and Chemical equipment status, Status of Resources and Training System (SORTS) reports, and installation readiness training attendance reports prior to the RB meeting.
- 1.3.2.6. Elevate issues to the MAJCOM RWG when additional guidance and/or resolution for issues beyond the scope of the installation to resolve. The chairperson presides over meetings and has final decision-making authority for issues brought to the RB for resolution.

1.3.3. Administrative Responsibilities. The 375th Civil Engineer Squadron (375 CES/CEX) Readiness Flight Chief will:

- 1.3.3.1. Organize, schedule, and coordinate all aspects of the RB meetings.
- 1.3.3.2. Record and distribute minutes of the RB meeting.

1.3.4. Meetings. The RB meets, at a minimum, semiannually, and as directed by the chairperson. The chairperson may call a meeting at the request of a designated RB member or the RWG.

1.4. The 375 AW RWG serves as a forum to introduce, discuss, validate, and prioritize 375 AW readiness initiatives, programs, and requirements. The 375 MSG/CC will chair and 375 OG/CC will cochair the RWG. Members will be composed of staff officers and/or senior NCOs from each group, key wing staff agencies, and a designated 932 AW representative selected by commanders for their readiness expertise (listed in paragraphs 1.4.1. through 1.4.1.11. of this instruction). Additionally,

advisors from various wing or MAJCOM organizations may be invited by 375 AW RB or RWG to participate in wing readiness discussions. The RWG, installation-planning process, TWG, EET, Installation Security Council (ISC), and training functions involving readiness and contingency response, must participate fully with the RB.

1.4.1. 375 AW RWG Membership:

- 1.4.1.1. 375 MSG/CC, Chairperson.
- 1.4.1.2. 375 CES (375 CES/CEX) Flight Chief, Member.
- 1.4.1.3. 375 CES/CEF Representative, Member.
- 1.4.1.4. 375 AMDS/SGPB, Member.
- 1.4.1.5. 375 AMDS/SGPR, Member.
- 1.4.1.6. 375th Aeromedical Evacuation Squadron (375 AES/SGPM), Member.
- 1.4.1.7. 375 CES/CC, Member.
- 1.4.1.8. 375 MDG Representative, Member.
- 1.4.1.9. 375th Logistics Readiness Squadron (375 LRS/CC), Member.
- 1.4.1.10. 375 AW/ATFP, Member.
- 1.4.1.11. 375 LRS/LGRR, Member.
- 1.4.1.12. 375th Mission Support Squadron (375 MSS/CC) Representative, Member.
- 1.4.1.13. 375th Communications Squadron (375 CS/CC), Member.
- 1.4.1.14. 375th Security Forces Squadron (375 SFS/CC), Member.
- 1.4.1.15. 375 OG Representative, Member.
- 1.4.1.16. 375 AW/XP, Member.
- 1.4.1.17. 375 AW/SE Representative, Member.
- 1.4.1.18. 932 AW Representative, Member.
- 1.4.1.19. 126 ARW Representative, Member.
- 1.4.1.20. Tenant Organizations.

1.4.2. Readiness Working Group Chairperson's Responsibilities. The chairperson presides over RWG meetings and makes recommendations to the RB for final resolution and recommendation regarding issues brought to the RB. The chairperson will:

- 1.4.2.1. Convene and guide the operation of the RWG.
- 1.4.2.2. Approve the agenda for each meeting; preside over meetings and make recommendations to the RB.
- 1.4.2.3. Task staff organizations/RWG for after-action reports and briefings.
- 1.4.2.4. Ensure RWG receives information on recommendations of the RB.
- 1.4.2.5. Appoint the CE Readiness Flight chief as administrator/recorder.

1.4.3. Administrative Responsibilities. The 375 CES/CEX Readiness Flight Chief will:

1.4.3.1. Organize, schedule, and coordinate all aspects of the RWG meetings.

1.4.3.2. Record and distribute minutes of the RWG meeting.

1.4.4. Installation Deployment Officer. Establishes/reviews C-1 bags and sustainment individual protection equipment (IPE) requirements as outlined in AFI 10-2501, AFI 10-403, *Deployment Planning and Execution*, and other chemical and biological (CB) equipment requirements against mobility taskings and authorizations; provides required numbers to the installation Supply unit. The group will recommend allocation of mobility bags/CB equipment for host and tenant units based on real world deployment tasking and planning priorities as needed.

1.4.5. Meetings. The RWG will meet quarterly, as required by the Installation Commander or at the request of an organization from the RB staff. Suggested meeting topics are listed in [Attachment 2](#) of this instruction.

2. Unit Commander Requirements.

2.1. Assigned, attached, and tenant units are tasked to provide functional support to the installation FSTR Program. Each unit commander will:

2.2. Appoint, in writing, unit representatives in the grade of technical sergeant/civilian equivalent or above, to manage and coordinate unit requirements of the FSTR Program. Appointment letter will be sent to 375 CES/CEX.

2.2.1. Assist the CE Readiness Flight (FSTR OPR) in the development and/or revision of the FSTR Plan 10-2, *Full Spectrum Threat Response Operating Plan*.

2.2.2. Develop and implement unit specific checklists supporting the FSTR Plan 10-2. Organizations will coordinate with applicable installation agencies and in the Continental United States (CONUS) local civilian agencies. They will submit their final checklists and/or supporting documents to the CE Readiness Flight to ensure procedures are synchronized with the overall installation FSTR effort.

2.2.3. Conduct an internal unit FSTR self-inspection in preparation for the annual FSTR SAV; provide a written reply to FSTR SAV observations or findings with corrective actions and an estimated completion date to the CE Readiness Flight.

2.2.4. Appoint Disaster Control Group (DCG) representative, support and recovery team members, as appropriate, to support the FSTR Program. Establish unit control centers as required. Reference AFMAN 32-4004, *Emergency Response Operations*, for control center, DCG and specialized team requirements.

2.2.5. Ensure unit personnel are trained according to the FSTR Program training requirements in Chapter 9 of AFI 10-2501. Units are responsible for scheduling, tracking, and documenting training for their personnel.

2.2.5.1. All base personnel assigned to mobility (including deployable civilians) will complete Nuclear, Biological, Chemical, and Conventional (NBCC) defense training every 15 months. If slots are available, units may request training for those not on mobility. The NBC defense training classroom seats are available on a first-come, first-served basis.

2.2.5.1.1. The 126 ANG will be self-sufficient in all NBCC training and documentation requirements.

2.2.5.2. Individuals attending NBCC defense training will go to Bldg 4001, Base Supply Element, prior to class to obtain a complete NBCC defense-training ensemble. Personnel cannot complete the training without proper equipment. Initial training class is required if there has been a break of 30 months or more in NBCC defense training.

2.2.5.3. Ensure unit personnel are task-trained using the general and functional NBCC defense tactics, techniques and procedures (TTP) as identified in AFMAN 10-2602. The NBCC Defense Task Qualification Training (TQT) should be conducted as a follow-up to the NBCC Defense Training Course 6 to 8 months after completing the NBCC Defense Course. Unit personnel will demonstrate the capability to perform wartime tasks, and units will document the tasks performed for record.

2.2.5.3.1. Units are responsible for conducting common-core contingency-skills training to ensure personnel are ready to deploy worldwide and function in a high-threat environment. These generalized skills are found in AFMAN 10-100, *Airman's Manual*, and AFH 32-4014, Vol 4, *USAF Ability to Survive and Operate Procedures in a Nuclear, Biological, and Chemical (NBC) Environment*.

2.2.5.3.2. Specialty Skills. Functional area training is identified and conducted to increase task and leader proficiency. These are Air Force Specialty (AFS)-specific skills identified for individuals to continue mission capability while wearing IPE. These tasks are identified in the AFS Training Standard.

2.2.5.3.3. Individual/Team/Crew Skills. These skills are the specific TTPs individuals, teams or crews must perform as specified in AFMAN 10-2602. Participating in proficiency training will enable personnel to perform their wartime tasks in a NBCC environment.

2.2.5.3.4. Unit commanders will make certain officer and enlisted NBCC defense TQT, to include performing their duty requirements in a wartime environment while wearing the complete ground crew IPE or aircrew IPE. Units will document and track the tasks performed.

2.2.5.3.5. Unit personnel will demonstrate the capability to perform wartime tasks in increased Mission-Oriented Protective Postures (MOPP), to include tasks in contamination avoidance, protection and contamination control. The TQT will be conducted within 6 months of completing NBCC defense training.

2.2.5.3.6. Unit commanders will ensure NBCC and TQT training is documented for their unit.

2.2.6. Disseminate FSTR training material throughout the unit in support of the Installation Information Program.

2.2.7. Supplement the training for Shelter Management Teams (SMT), Contamination Control Teams (CCT), and DCG representatives on unit-specific procedures and equipment.

2.2.8. Ensure support and recovery teams are adequately staffed, trained, and equipped. Identify and equip augmentees in support of the FSTR Program.

- 2.2.9. Ensure unit is fully equipped according to FSTR and Antiterrorism (AT)/Force Protection (FP) operational and training requirements. This includes IPE, detection equipment, contamination control materials, and shelter supplies for assigned specialized teams and in-place sheltering.
- 2.2.10. Identify requirements, budget, obtain, store, and maintain unit-passive defense operational and training equipment, including personnel items, detection equipment, contamination control materials, and shelter supplies.
- 2.2.11. Implement, as appropriate, the contamination control and shelter management capabilities. Plan, manage, and operate the protective shelter program. Ensure personnel are assigned to a protective shelter. Review 375AW FSTR Plan 10-2 for shelter operational guidance.
- 2.2.12. Provide personnel requirements to the installation Resource Augmentation Duty Program IAW AFI 10-243, *Augmentation Duty*.
- 2.2.13. Ensure personnel that are “subject to deploy” and “identified to deploy” to NBCC threat areas, can perform mission-essential tasks in a contaminated environment. Refer to AFMAN 10-2602, Attachment 6, for information on Air Force Mission-Essential Tasks Listings.
- 2.2.14. Accomplish unit planning, training and operations to support the installation passive defense program to protect resources and carry out their missions.
- 2.2.15. Designate appropriate personnel to perform special duties, such as managing shelters and leading contamination control teams. Supplement shelter management and contamination control training on unit-specific procedures and equipment. Organizations responsible for shelters are listed in 375 AW FSTR Plan 10-2. Those responsible for maintaining contamination control teams are listed in paragraph 5. of this instruction.
- 2.2.16. Ensure the unit publishes and maintains a current notification recall system for personnel tasked to support 375 AW FSTR Plan 10-2 including Disaster Response Force members and base support/recovery teams. Recall rosters must include "communication-out" procedures IAW the 375 AW Basic Unit Supplement (BUS). If specialized teams are assigned, members must be identified by team assignment on the roster.
- 2.2.17. Ensure an internal unit notification system is developed and maintained current to provide for the notification of all on-duty personnel during emergency situations.
- 2.2.18. Ensure the following Visual Aids (VA) are posted on bulletin boards or walls in each assigned building. Air Force VA 32-4010, *USAF Standardized Alarm Signals for the U.S. and its Territories and Possessions*, Scott AFB VA 10-2501, *Tornado Safety Rules*, 10-2502, *Earthquake Safety Rules*, and 10-2503, *Full Spectrum Threat Response Representative Fallout Shelter*. The number and location of VAs must be sufficient to ensure adequate coverage of the workforce in each building.
- 2.2.19. Unit/staff agency implementing checklists (QRC 18-26) must be developed within 30 days of 375 AW FSTR Plan 10-2 publication/revision. Coordinate all supporting checklists with 375 CES/CEX, prior to publication, and provide a final copy for file.
- 2.2.20. Ensure if tasked to support, the Readiness Support team members have at least 15 months retainability and coordinate with the CE Readiness Flight to have members trained.

3. Unit Full Spectrum Threat Response Representative (UREP) Program Requirements.

3.1. In accordance with AFI 10-2501, all assigned and attached unit commanders will appoint, in writing, one individual as a unit representative. Individuals appointed to this position will maintain a FSTR Handbook as outlined in the UREP Guide. The handbook will be utilized as a continuity folder and it will be maintained current.

3.2. The UREP administers, coordinates, and monitors the various aspects of the Unit FSTR Program. This includes the following:

3.2.1. Manage the scheduling, monitoring, and documentation of unit personnel attending or training conducted by 375 CES/CEX.

3.2.2. Maintain related files and publications (i.e., an electronic library may be maintained). All documents listed below are available on the 375th Readiness Flight Webpage at:

https://www.scott.af.mil/375aw/375msg/375ces/readinessfligh/start_home_page.htm

3.2.2.1. AFI 10-2501, *Full Spectrum Threat Response (FSTR) Planning and Operations*.

3.2.2.2. AFI 32-4007, *Camouflage, Concealment, and Deception*.

3.2.2.3. AFMAN 32-4004, *Emergency Response Operations*.

3.2.2.4. AFMAN 10-2602, *Nuclear, Biological and Chemical, and Conventional Defense Operations and Standards*.

3.2.2.5. AFMAN 32-4005, *Personnel Protection and Attack Actions*.

3.2.2.6. AFH 32-4014, Vol 4, *USAF Ability to Survive and Operate Procedures in a Nuclear Biological and Chemical (NBC) Environment*.

3.2.2.7. SAFBI 10-2501, *Full Spectrum Threat Response Program*.

3.2.2.8. AW FSTR Plan 10-2, *Full Spectrum Threat Response Plan*, and changes if appropriate.

3.2.3. Ensure all newly assigned members are given an orientation of the unit's mission and program to amplify information given during the INTRO Program by 375 CES/CEX.

3.2.4. Conduct and document a unit information program for all assigned military and DoD civilian employees using memos for record or other locally developed systems.

3.2.5. Serve as unit liaison with the CE Readiness Flight and advise the unit commander on FSTR planning, preparation, equipage, and response requirements.

3.2.6. Conduct an internal unit FSTR self-inspection in preparation for the annual FSTR SAV. Provide a written reply to FSTR SAV observations or findings with corrective actions and an estimated completion date to the CE Readiness Flight.

3.2.7. Accompany the CE Readiness Flight and/or higher headquarters representatives during a SAV. Unit representatives will use the staff assistance checklist provided by 375 CES/CEX as an integral part of the self-inspection program.

4. Civil Engineer Readiness Flight Responsibilities. The CE Readiness Flight is the installation FSTR focal point. They are responsible to manage and execute the installation FSTR program for the Installation Commander and the Base Civil Engineer.

- 4.1. Integrates the hazardous materials (HAZMAT) First Responder Program into the installation's FSTR Program and ensures compliance with all applicable state and local HAZMAT emergency planning and response requirements. Coordinates with the installation environmental engineer and Fire Department Chief on the HAZMAT First Responder Program issues and disposal of contaminated waste material.
- 4.2. Ensures FSTR and AT/FP program direction and guidance is included in operations orders, plans, directives, support agreements and other installation planning documents.
- 4.3. Provides current on- and off-base maps to responding organizations in both 1:600 feet, and 1:400 feet scales.
- 4.4. Ensures personnel are adequately trained, equipped, and prepared for FSTR contingencies applicable to their position and duties. Provides sufficient training classes and guidance to units on equipping and preparing their personnel for FSTR to meet mission needs and mobility tasking.
- 4.5. Implements the FSTR SAV Program. Conducts a self-inspection according to command guidance.
 - 4.5.1. Develops annual SAV schedule for all installation units. Base the schedule on the dates of previous visits.
 - 4.5.2. Conducts a FSTR SAV to all units at least every 12 months.
 - 4.5.3. Notifies the unit commander at least 2 weeks prior to the visit. Provides the date of visit, names of visitors, purpose, and what will be reviewed. Invite the commander to identify specific areas for review.
 - 4.5.4. Provides a written report to the unit commander and briefs the installation RWG on SAV trends and findings.
 - 4.5.5. Develops SAV checklist and distributes to all installation units. Units will use the checklist to perform their annual FSTR self-inspection.
- 4.6. Assists units in determining NBCC defense avoidance, protection and contamination control materiel requirements; develops maintenance and procedures for NBCC defense requirements.
- 4.7. Assists the unit FSTR representative to develop operational procedures to support the FSTR Program.
- 4.8. Provides training classes and seat allocations for CE Readiness instructed courses. Provides and maintains documentation for training according to Air Force directives.
- 4.9. Develops, publishes and maintains the installation FSTR Plan 10-2. Reviews unit FSTR checklist and assists the units to ensure the checklist and Memorandum of Understanding and Memorandum of Agreements support the FSTR Plan.
- 4.10. Maintains and operates a Mobile Command Post (MCP) in response to FSTR incidents and provides advice to the On-Scene Commander (OSC) during response and recovery operations.
- 4.11. Coordinates requirements for protective shelters.
- 4.12. Budgets for NBCC defense materials and equipment for training requirements.

- 4.13. Coordinates mutual response support agreements with local military and civilian agencies. Assists and coordinates with installation units to plan, maintain, and develop procedures for meeting passive defense equipment requirements.
- 4.14. Develops plans in conjunction with 375 SVS for the burial/disposal of CB contaminated individual protective clothing, flight gear, IPE, and duty uniforms.
- 4.15. Coordinates Host Tenant support and mutual disaster support agreements with military and civilian agencies in coordination with the Staff Judge Advocate.
- 4.16. Reviews unit checklists that support the installation FSTR responsibilities on the following: readiness policy, organization, responsibility, and the status of other passive defense program initiatives.
- 4.17. Organizes training and provides criteria to equip specialized teams, and functions as the flight monitors to advise special teams during contingency operations.
- 4.18. Maintains standard publications according to AFI 33-360, Vol 1, *Publications Management Program*, and maintains T.O.s according to T.O. 00-5-2, *Technical Order Distribution System*.
- 4.19. Assists units in compiling data for operational and commanders situations reports and for daily activity summaries.
- 4.20. Reviews AFTO Forms 22, **Technical Manual (TM) Change Recommendation and Reply**, concerning NBCC defense-related T.O.s and equipment submitted at the installation. Up-channels approved reports to the MAJCOM CE Readiness staff.
- 4.21. Informs commanders and their staffs on the cross-functional approach to FSTR policies, organization, planning, and response.
- 4.22. Establishes and maintains NBCC capability to respond to terrorist incidents involving Weapons of Mass Destruction (WMD) threats.
- 4.23. Provides specific expertise and guidance to commanders concerning hazards involved in WMD accidents and terrorist threats.
- 4.24. Oversees and develops, in coordination with the Medical Services Bioenvironmental Engineering (BEE) Flight and other agencies identified by the installation RB, a WMD incident detection and monitoring plan.
- 4.25. Establishes the installation's NBC detection, survey, marking, plotting, prediction and reporting capabilities and associated equipment requirements according to the threat.
- 4.26. Participates in and manages the RWG.
- 4.27. Establishes, organizes, and maintains a control center that functions in an all-hazards threat environment.
- 4.28. Oversees the operation of a Contamination Control Station and Contamination Control Area during NBC incidents.
- 4.29. Submits the installation's Nuclear Accident Response Capability Report according to Defense Threat Reduction Agency procedures.
- 4.30. In coordination with the BEE Flight and Environmental Engineering, submits wartime and WMD incident-related environmental release reports to state and federal agencies as required by law;

collects, prepares, and transports environmental samples to approved testing laboratories during war and WMD incidents.

4.31. Provides representation to the EET.

4.32. Trains, equips, and manages the wing Readiness Support Team.

5. Response.

5.1. The 375 CES/CEX is responsible for the overall operation and maintenance of the Survival Recovery Center (SRC). The center will be activated when directed by the 375 MSG/CC or CD. The primary SRC is located in Bldg 56; secondary, Bldg 1620 (Chapel 1); and tertiary, Bldg 528 (CE). Operation/Familiarization Training will be conducted by 375 CES/CEX. Members of the SRC staff are:

5.1.1. Director - 375 MSG/CC or CD.

5.1.2. Coordinator - 375 CES/CEX Chief.

5.1.3. Civil Engineer - Representative.

5.1.4. Security Forces - Representative.

5.1.5. Medical - Representative.

5.1.6. Communications - Representative (as needed).

5.1.7. Services - Representative.

5.1.8. Bioenvironmental Engineering - Representative (as needed).

5.1.9. Office of Special Investigations (OSI) (as needed).

NOTE: Each representative should provide their own administrative supplies to include status boards.

5.2. The DCG is comprised of one primary (unit commander) and one alternate (staff agency chief) representative. The alternate must have authority to delegate unit resources from the following agencies. The DCG members must have the authority to commit unit resources including manpower. Responding DCG members are required to bring unit response kits. The initial response element (IRE) responds IAW 375 AW FSTR Plan 10-2. Additional members will remain at the assembly point and will be called, as necessary, to assist the on-scene commander (OSC). The primary DCG assembly point is Disaster Preparedness (Bldg 56), and the alternate is the Fire Department (Bldg 460).

5.2.1. The OSC, 375 MSG/CC, 375 CES/CC, 375 MSG/CD, 375 SFS/CC, 375 AW/XP (Fire Chief is usually the initial OSC until he/she is relieved by a designated OSC).

5.2.2. Readiness Flight (if directed).

5.2.3. Fire Department IRE.

5.2.4. Security Forces IRE.

5.2.5. Medical Group IRE.

5.2.6. Public Affairs.

5.2.7. Bioenvironmental Engineer (BEE).

5.2.8. Civil Engineer.

- 5.2.9. Aircraft Maintenance.
- 5.2.10. Staff Judge Advocate.
- 5.2.11. Chaplain.
- 5.2.12. Services.
- 5.2.13. Safety.
- 5.2.14. Transportation.
- 5.2.15. Airfield Management.
- 5.2.16. Contracting Officer.
- 5.2.17. Comptroller.
- 5.2.18. Alert Photographer.
- 5.2.19. Communications.
- 5.2.20. *AFOSI.
- 5.2.21. *932 AW.
- 5.2.22. *126 ARW.
- 5.2.23. *American Red Cross.

NOTE: * Representatives will respond based on the situation. If not specifically tasked to maintain a control center, unit commanders must ensure the capability to control unit resources when emergency situations exist.

5.3. Specialized Teams:

5.3.1. The base Augmentation Duty Program provides personnel to support CE Readiness IAW AFI 10-2501, Table 6-3. The augmentees are assigned to the Readiness Flight for contingency operations. Only the Installation Commander or designated representative should approve releasing a trained member for reasons other than permanent change of station, retirement, discharge or medical disqualification. Replacements must be assigned and trained prior to releasing the incumbent.

5.3.2. Contamination Control Teams (CCT). The following units will designate two CCT chiefs and ensure they receive training from 375 CES/CEX. Tasked organizations will ensure teams can provide 24-hour coverage. Additional team members will be trained as required by tasked organizational team chiefs. Units must ensure both deployed and home-station requirements are met (i.e., two teams will be required). Home-station teams must be comprised of nondeployable personnel (civilians). Team requirements are as follows:

- 5.3.2.1. Gross Area (375 CES).
- 5.3.2.2. Medical (375 MDG).
- 5.3.2.3. Aircraft/AGE (458 AS).
- 5.3.2.4. Vehicle (375 LRS).

5.3.3. Shelter Teams will consist of two supervisors and two exposure control monitors per shelter. These individuals will be assigned, but training will not be conducted until the situation dictates. Each shelter OPR listed in 375 AW FSTR Plan 10-2, Annex C, must provide the names to 375 CES/CEX.

5.3.3.1. Civil Defense Kits are maintained by 375 CES/CEX. Units responsible for a protective shelter (Ref: 375 AW FSTR Plan, Annex C) will ensure that a shelter management team member reports to the CE Readiness office to pick up a Civil Defense Kit when protective shelters are activated. These actions are IAW AMC Emergency Actions Procedures.

5.3.3.2. Military family members off-base will be sheltered IAW the Illinois Emergency Operations Plan.

5.3.4. Detailed equipment listings for specialized teams and control centers in support of 375 AW FSTR Plan 10-2 may be found in applicable team guides and staff assistance checklists.

5.4. The MCP is an emergency response vehicle and must be afforded red priority maintenance by 375 LRS.

6. Hazardous Materials Emergency Planning Team (HEPT).

6.1. The HEPT is comprised of the Fire Department (chairperson), Readiness Flight (co-chairperson), BEE, Emergency Room, Environmental Management, Bioenvironmental, Wing Safety, HAZMAT Pharmacy, Security Forces, and Spill Response Team (SRT). The team will meet at least quarterly to address key HAZMAT issues. The HEPT will brief the wing Environmental Protection Committee, when necessary, to ensure key staff awareness of wing HAZMAT planning and response issues.

6.2. The HEPT will be responsible for all required incident reports and coordination with local and state officials. When it has been determined that hazardous materials are involved, assemble the HEPT for immediate dispatch to the Entry Control Point. The team and other functional agencies will develop the procedures to be utilized for recovery and site mitigation.

7. Natural Disasters.

7.1. At the direction of the Crisis Action Team (CAT) or SRC, Base Supply will issue available stock of emergency equipment and supplies in the event of a natural disaster.

7.2. The 375th Contracting Squadron/LGC will process orders for local purchase emergency supplies by the most expeditious means allowable by law.

7.3. Unit commanders will ensure adequate supplies of foul weather gear are available for assigned personnel and in-house training is conducted for all unit-specialized team members, as necessary, to maintain proficiency.

8. Base Warning and Notification System.

8.1. In accordance with AFI 10-2501, the Wing Command Post (375 AW/CP) will have primary responsibility for base notifications. They will activate the Base Siren/Giant Voice System during contingency operations. If 375 AW/CP is unable to perform the function due to equipment damage or relocation, Base Operations (375 OSS/OSAA) will function as the alternate.

8.2. Conditions for Activation:

8.2.1. Severe Weather. In accordance with SAFBI 15-101, 375 AW BUS, and 375 AW FSTR Plan 10-2, Base Weather (375 OSS/OSW) will notify the 375 AW/CP to sound the appropriate warning and follow with a voice announcement describing the event and actions required. If weather conditions pose an immediate threat to the base, 375 OSS/OSW will request 375 OSS/OSAA provide immediate warning to the base populace.

8.2.2. Major Accident. Upon notification from the OSC, MCP or the CAT, if activated, the 375 AW/CP will pass requested messages over the Giant Voice System. In addition, 375AW/CP will plot the incident scene and notify the base populace by Giant Voice IAW AFMAN 32-4004.

8.2.3. Natural Disaster. After a natural disaster affecting Scott AFB, the SRC and CAT will activate. With the CAT's concurrence, the Base Siren/Giant Voice System will be operated by the 375 AW/CP to aid in recovery operations.

8.2.4. Attack Response. Upon notification of an impending attack on Scott AFB, the 375AW/CP will activate the Base Siren followed by voice announcements.

8.3. System maintenance requirements. Currently, the 375 CS and 375 CES share Base Siren and Giant Voice system maintenance responsibilities. The 375 CS is responsible for maintenance of the radio controls and the siren/PA units; 375 CES is responsible for electrical power to the poles as well as the poles. If the system malfunctions, 375 AW/CP will report the problem to the 375 CS to investigate. If the 375 CS determines assistance is required from 375 CES, the 375 CES service call desk will be contacted.

8.4. The 375 AW/CP will conduct testing of the Base Siren System every Wednesday at 1200. Base Operations will conduct tests on a quarterly basis and coordinate with 375 AW/CP.

BARBARA J. FAULKENBERRY, Col, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 10-100, *Airman's Manual*

AFI 10-243, *Augmentation Duty*

AFI 10-403, *Deployment Planning and Execution*

AFI 10-2501, *Full Spectrum Threat Response (FSTR) Planning and Operations*

AFMAN 10-2602, *Nuclear, Biological, Chemical, and Conventional (NBCC) Defense Operations and Standards*

AFMAN 32-4004, *Emergency Response Operations*

AFMAN 32-4005, *Personnel Protection and Attack Actions*

AFI 32-4007, *Camouflage, Concealment, and Deception*

AFH 32-4014, Vol 4, *USAF Ability to Survive and Operate Procedures in a Nuclear, Biological, and Chemical (NBC) Environment*

AFVA 32-4010, *USAF Standardized Alarm Signals for the U.S. and its Territories and Possessions*

AFI 33-360, Vol 1, *Publications Management Program*

SAFBI 10-2501, *Full Spectrum Threat Response Program*

SAFBI 15-101, *Weather Support*

Scott AFB VA 10-2501, *Tornado Safety Rules*

Scott AFB VA 10-2502, *Earthquake Safety Rules*

FSTR Plan 10-2, *Full Spectrum Threat Response Operating Plan*

Abbreviations and Acronyms

AES—Aeromedical Evacuation Squadron Commander

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFS—Air Force Specialty

AFTO—Air Force Technical Order

AFVA—Air Force Visual Aid

AMC—Air Mobility Command

AMDS—Aeromedical Squadron

ARW/CC—Air Refueling Wing Commander

AT—Antiterrorism

AW/CC—Airlift Wing Commander
AW/CV—Airlift Wing Vice Commander
AW/CP—Airlift Wing Command Post
AW/SE—Airlift Wing Safety
AW/XP—Airlift Wing Plans and Programs
AWI—Airlift Wing Instruction
BEE—Bioenvironmental Engineering
BUS—Basic Unit Supplement
CAT—Crisis Action Team
CB—Chemical and Biological
CCT—Contamination Control Team
CES—Civil Engineer Squadron
CONUS—Continental United States
CRO—Corporate Readiness Structure
CS/CC—Communications Squadron Commander
DCG—Disaster Control Group
EET—Exercise Evaluation Team
FP—Force Protection
FSTR—Full Spectrum Threat Response
HAZMAT—Hazardous Materials
HEPT—Hazardous Material Emergency Planning Team
IAW—In Accordance With
IPE—Individual Protection Equipment
IRE—Initial Response Element
ISC—Installation Security Council
LRS—Logistics Resource Squadron
MAJCOM—Major Air Command
MCP—Mobile Command Post
MDG/CC—Medical Group Commander
MOPP—Mission-Oriented Protective Posture
MSG/CC—Mission Support Group Commander
MSS/CC—Mission Support Squadron Commander

NBC—Nuclear, Biological, and Chemical

NBCC—Nuclear, Biological, Chemical, and Conventional

NCO—Noncommissioned Officer

OG/CC—Operations Group Commander

OPR—Office of Primary Responsibility

OSC—On-Scene Commander

OSI—Office of Special Investigations

OSS/OSAA—Base Operations

OSS/OSW—Base Weather

QRC—Quick Reaction Checklist

RB—Readiness Board

RWG—Readiness Working Group

SAFBI—Scott Air Force Base Instruction

SAV—Staff Assistance Visit

SMT—Shelter Management Team

SORTS—Status of Resources and Training System

SRC—Survival Recovery Center

SRT—Spill Response Team

TO—Technical Order

TQT—Task Qualification Training

TTP—Tactics, Technique, and Procedures

TWG—Threat Working Group

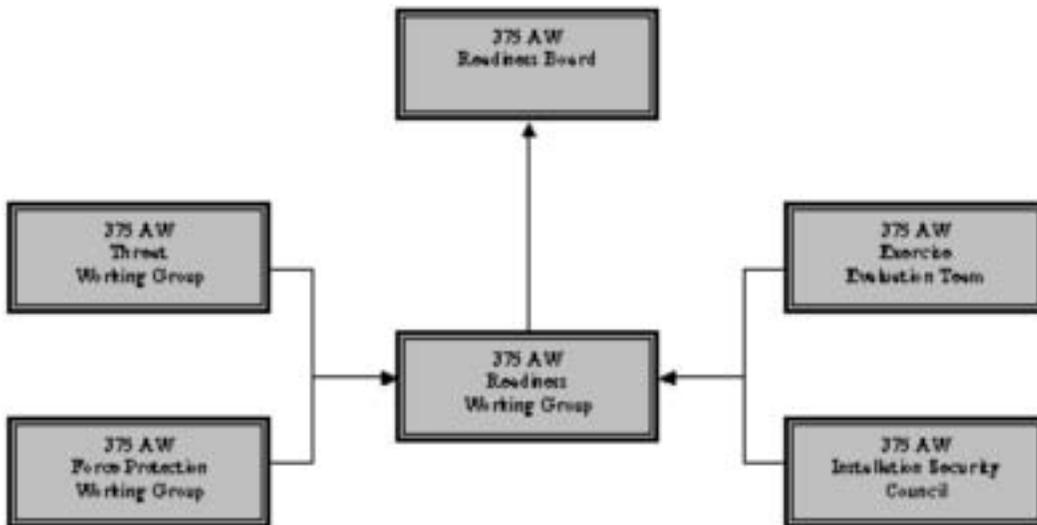
UREP—Unit Representative

VA—Visual Aid

WMD—Weapon of Mass Destruction

Attachment 2

375 AW CORPORATE READINESS STRUCTURE



375 AW Readiness Working Group Suggested Meeting Topics

ITEM/TOPIC	OPR(S)
1. Status of wing-wide FSTR-related training, such as NBCC Defense, AT/FP, HAZMAT, support and recovery teams and QNFT.	CEX, SF, BIO
2. The results of FSTR exercises, including status of response capability.	EET
3. The status of protective equipment to include budgeting and funding for mobility bags assets (including shelf-life items)	TSI
4. Results of vulnerability analysis' including installation shortfalls concerning NBC attacks, terrorist use of WMD, Force Protection, HAZMAT, etc.	SF/IN/OSI
5. The status of NBCC Defense initiatives and procedures affecting the installation.	CEX
6. Comparison of validated requests for Augmentation Duty Program support, for home station, in relation to available manpower.	CEX
7. The results of MAJCOM and unit FSTR SAVs.	CEX
8. Other items of interest relevant to the installation FSTR program.	CEX